



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: May 21, 2021
RE: Design Guidelines Update

Issue:

The draft design guidelines issued on April 19, 2021 received several comments from the Commission, the Maryland Historical Trust, and the public. These comments are being reviewed and addressed in a second draft that will be available on June 7.

Background and Discussion:

In May 2020 a Certified Local Government grant was awarded to Frederick County by the Maryland Historical Trust (MHT) to update the current design guidelines. The grant period to complete the document is from July 1, 2020 to June 30, 2021. A subcommittee of the Historic Preservation Commission (HPC) and staff have been working with the consultant to develop a draft of the design guidelines. The initial draft was issued on April 19, 2021 and open for public comment until May 10, 2021. The HPC held a special meeting on April 28, 2021 to review the draft design guidelines and receive public comment. The draft design guidelines were also included on the HPC's agenda at their regular May 5, 2021 meeting for additional comments and discussion from the Commission and public.

Written comments were received by three individuals during the public comment period. Additionally, MHT submitted written comments on the draft guidelines per the grant agreement. All written comments are included as Attachment 1. One voice recorded comment was received during the May 5th meeting and is included in the meeting minutes (Attachment 2).

The subcommittee met on May 7 and 14 to review the comments and provide direction to the consultant. A summary of those meetings is attached (Attachment 3). The consultant will require additional time to incorporate the comments into a second draft. This draft will be available June 7 and discussed at a special HPC meeting on June 16 with adoption anticipated at the July 7 regular meeting.

Attachments:

Attachment 1: Written comments received from the public and the Maryland Historical Trust

Attachment 2: Draft May 5, 2021 HPC Meeting Minutes

Attachment 3: Summary of subcommittee meetings May 7 and 14, 2021

Submitted by Anthony S. Moscato, Jr.

General Comments:

1. Ensure notice of and access to the Guidelines are available to the public in both print and electronic formats. Social justice dictates that we address the Digital Divide and should not presume access to the Internet and electronic means.
2. Be consistent when referring to Frederick County Historic Preservation Commission. In some parts of the Guidelines, there are references to "Commission"; whereas, in other parts, references are "Frederick County HPC" or "HPC."
3. Be consistent when referring to "County." In some parts, the reference uses capital "c," and in other parts, lower case.
4. When applicable, provide references and examples pertaining to historically underrepresented communities.

Chapter 1:

1. General Comment: recommend providing source or captions for photographs.

Chapter 1(A):

1. Paragraph 2 should specifically reference the Frederick County Historic Preservation Commission to differentiate from City Historic Preservation Commission.

Chapter 1(D)(2):

1. Recommend noting that the additional permits are an illustrative and not exhaustive list.
2. Last sentence is confusing – recommend ending after indicating Certificate of Appropriateness must be approved prior to obtaining any permits.

Chapter 1(D)(3):

1. Seems to indicate the international codes apply to features within historic buildings. However, the Guidelines indicate HPC authority only for exterior rehabilitation.

Chapter 1(F)(4):

1. HPC should not have purview over aesthetics. What is the basis and standard – HPC's taste vs. property owner? Recommend deleting.

Chapter 1(F)(8):

1. Is there a limit to the number of times an individual may resubmit the same application?

Submitted by Anthony S. Moscato, Jr. (continued)

Chapter 1(F)(11):

1. There is a reference to “rejected.” However, permitted actions of the HPC contained in Chapter 1(F)(7) do not include rejections. Amend “rejected” to “denied.”
2. Is it intended that the HPC does not have unilateral authority to continue the case? Recommend allowing HPC to continue without applicant’s concurrence.

Chapter 2(A):

1. In paragraph one, what is meant by “settlers” – European colonists? Please specify as indigenous people were settled in or roamed nomadically in the area long before Europeans.
2. In paragraph two, what is meant by “successfully”? Consider removing as it is a value judgment.

Chapter 4(B):

1. General Comment: appreciate the graphic regarding examples of common roof forms.

Chapter 4(C)(7):

1. Although the interior is not within purview of the Guidelines, consider adding window treatments as way to contribute to energy efficiency and thermal performance.

Chapter 5(B)(1):

1. How is a “mature tree” defined – age of tree? Height from base of trunk? Diameter of the trunk?
2. What is meant by “significant plantings” – species? Maryland native? Design/Configuration?
3. Frederick County Landmarks Foundation, a national landmark located in Frederick County, has received an historic preservation award from the City of Frederick for its gardens. Consider adding as a photographic example.

Chapter 6: Frederick County’s industrial heritage a rapidly diminishing historic resource. Is it purposeful that the Guidelines does not address industrial buildings and sites? Guidelines must include a discussion and treatment of industrial resources.

Chapter 6(A):

1. Another rapidly diminishing historic resource in Frederick County is the outhouse. The Guidelines should add outhouse to the list of examples for residential ancillary structures. Also, provide a photographic example (e.g., San Marino Privy located at 15849 Mechanicstown Road, Emmitsburg– awarded Frederick County Landmarks Foundation Plaque #430).
2. Pg. 70 – Reference to “Commissions” – need to drop the “s.”

Submitted by Anthony S. Moscato, Jr. (continued)

Chapter 7:

1. General Comment: change “modern day users” to “contemporary users.”

Chapter 8(A)(1):

1. All property ownership, whether a newly constructed home or an historic home, involves cost and maintenance; there is no such thing as maintenance-free. HPC should not be considering cost as a factor when considering historical considerations. Moreover, what will be the standard of review? Will HPC require financial documentation of ability to pay? Suggest removing consideration of cost from the Guidelines.

In addition, remove language that the HPC “may be more lenient toward the proposed use of alternative materials on ancillary structures.” What happens when the ancillary structure becomes a primary structure at a site (e.g., carriage house, mill, barn, or spring house is converted to serve as the primary residence)? There could be significant potential loss of historic resources simply because the structure was ancillary when such materials were considered initially by the HPC.

Chapter 8(A)(3):

1. Typo that needs to be corrected.

Chapter 10:

1. For clarification – does the County have administrative review by County Historic Preservation Planners applying the Guidelines? If so, the Note in Chapter 10 about the delegation of HPC approvals to County Historic Preservation Planners seems misplaced, and instead, should be in the Introduction to the Guidelines.

Moreover, all demolition should be reviewed by the HPC and not subject to administrative review by County Planners.

This is beyond the scope of the Guidelines, but is there any consideration by the Frederick County Council to implement a demolition review ordinance similar to one enacted in the City?

Appendix A:

1. Glossary should include a definition for “façade.”

*note: page numbers are the internal pagination (that is, what's on the page) vs the pdf page numbers

Overall: I find the section numbering/lettering to be a little confusing - can you reduce those divisions in favor of subheads? Just a thought.

- P. 5 Generally recommend staying away from "historic resources" as a term for the general public, at least without explaining what that means. Consider what the guidelines will cover (which includes prehistory, so definitionally more than historic) and focus on those types of places and features.

Suggest italicizing SOI Standards. You may want to give yourself some wiggle room and refer to the *SOI Standards for the Treatment of Historic Properties* as the philosophy to which the Commission adheres, with the rehab standards as the basis for these guidelines. Those standards will obviously be the most applicable for the vast majority of projects, but you may encounter projects for which the preservation, restoration, or reconstruction standards are more appropriate. Also the treatment standards cover the special guidance for things like cultural landscapes. Note: I see you've spelled that out on p. 6-7, section E - but would recommend that you use the treatment standards here for that reason.

In section B, "character-defining features" is also a jargon term that could use explanation or illustration.

- p. 6 Recommend that you only use acronyms where it's really necessary (lots and lots of mentions).
- p. 7 Section 2 on state/federal tax credits: you may want to explicitly recommend that property owners come to us first for review, as our review is typically more conservative than the local commissions (you don't need to say that part :)).

Section 3 could probably be blended with section 1 on the rehab standards, or at least follow that discussion sequentially.

- p. 8 Love these sections on hierarchy of facades and character-defining features! Wondering if there's another possible title for this section, like "Considerations in Historic Preservation Commission Review"? This section is very connected to the standards - you may want to reference them, and/or connect those sections together.
- p. 11 Some commissions have, in guidance and/or practice, started to downplay period of significance, especially since many of our designation docs are too narrow. How does the Commission want to consider this? Should this section be limited to a discussion of the 50-year (rough) threshold for eval and how that relates to Commission procedures?
- p. 12 Section 7: what is "continue"? I don't think that's a standard term for most of our Commissions. You may want to define.

How are workshops initiated - is that by the commission or the applicant or is it something that's typically done in the first phase of a project? Would the commission provide a workshop opportunity for any applicant who wants one?

Are all regular Commission meetings hearings, or are meetings a combination of workshops and hearings?

- p. 13 Chapter 2 - the average indigenous person might struggle with this first sentence! What about just starting with "The people who lived here prior to European settlers...."? Recommend also acknowledging any indigenous groups that claim ancestral lands in Frederick County, with a disclaimer that a lot is unknown about the waves of people who settled there over thousands of years (which you cover later).

Separate note: this is a very extensive section on archaeology, which is very interesting but will not be needed by most property owners submitting applications before the Commission. (If I'm wrong, please clarify the connection in the text.) I recommend reviewing what the Commission will need to make decisions for the purposes of the design guidelines document - that is, Commission review - and perhaps adding more text related to archaeological review in the prior section, if the Commission reviews for archaeology. If you have not already done so, I will also ask one of our archaeologists to review this section, but we may not have their comments back until later.

- p. 23 Consider moving discussion of slavery way up (when is the first mention of slavery in Frederick Co?) and mentioning it over the course of the discussions of different industries, rather than waiting to introduce it as a way of life at the Civil War.

Note: very little (if any?) discussion of African American history after the Civil War. It would be good to include any legacies of segregation, urban renewal, characteristics of free Black towns, etc.

- p. 24 "Although it was the general attitude in Maryland to oppose secession, a small part of the population in Frederick County sympathized with the South." Is this true? Opposed just secession, or the Confederacy? It would be good to double-check the basis of this statement and perhaps be more precise (for example, if it's based on military rosters, just limit the statement to that, or set the context of Frederick County - which I'm guessing by location was more pro-Union? - within the whole of Maryland, which had large swaths of pro-Confederate areas).

- p. 26 Last paragraph: recommend including more information about the current state of historic property surveys in Frederick County (for example, what is the current MIHP number? National Register listings? local inventory? etc.). Also please include some indication of where you know you have missing pieces - perhaps African American history? - and what you have prioritized for current/future research.

- p. 28-9 These paragraphs on circulation systems seem out of order - introduce "Circulation systems are..." and then follow with rural or suburban/urban examples.

p. 29 First para in Building Site section is confusing - are you talking about building sites or other kinds of historic and cultural properties? Either is fine, but the text sounds broader and so in conflict with the title. Recommend rewriting: "All proposed work to cultural resources, including their sites, that are designated to the County Register or fall within a Frederick County Historic District shall be reviewed by the Commission." Do you have designated properties that are cultural or archaeological sites (i.e. not buildings)? If so, this should be addressed earlier in terms of Commission review. If not, recommend focusing on building sites per se with something like "All proposed work to historic sites, including any change to cultural resources within the site, shall be reviewed by the Commission if the site is designated to the County Register or falls within a Frederick County Historic District."

p. 31 Recommend a different title for Chapter 4 - maybe just "Building Exteriors"?

Overall comment: while I appreciate the descriptions of Frederick County resources generally, and I understand that this document will be used as a general tool for property owners, and I understand that more properties may be designated in the future, it may be more helpful to the Commission to have more specific guidance relative to the designated buildings and districts. It's fine to leave it as you have it, but something to consider.

p. 34 "Thus, a standing seam metal roof should not be painted turquoise." Consider deleting this line unless you're certain it will always be true, for all properties.

p. 60 "Porches are often roofed..." I thought roofs were characteristic of porches? If there are exceptions, I would change this to "Porches almost always have roofs..."

P. 63 First sentence: assessing a cultural resource for what? Evaluation? Design review? Recommend reconsidering this sentence, possibly moving to end of para.

Explain what "cultural landscape" means in the first paragraph.

"The Commission reviews proposed changes to all visible elements of historic landscapes, including streetscapes, located within an historic district as well as those designated to the County Register." This sounds like the Commission reviews for changes in districts that are not designated - please adjust.

I think it is confusing to have circulation/streets addressed in separate sections - recommend combining. Maybe combine all of Chapter 3 and Chapter 5?

p. 66 Somewhere, please spell out under what circumstances the Commission will review tree or planting removal. Do you recommend that property owners submit an application no matter what?

Does the Commission review changes to parks in Frederick County?

p. 70 "The Commission will review proposed new ancillary structures on a case-by-case

Basis.” I would have assumed the Commission would review all new ancillary structures at designated landmarks and districts - please explain (here or elsewhere) what the threshold is for review.

- p. 76 Remove “Alternatieve” in first sentence in section 3.

Emmitsburg photo: bad examples are helpful but can also embarrass property owners... maybe better to anonymize?

- p. 79 Chapter 9 - for each of these resource types, please explain more about the role of the Commission in review, or in possible review (if designated).

- p. 80-1 Section B: Rural and Rustic Roads: last sentence in the first para should be moved/merged into second para.

- p. 81 Archeology: most property owners will not know whether or not they have archeological resources on their property. Please frame this to address the applicant who wants to make changes to their property - what do they do? Whom do they contact? Does Frederick County have an archaeologist on staff for them to consult? Or are COA applications routinely reviewed for potential archaeological impacts? Etc.

- p. 85 This chapter should begin with the section currently called “Definition” (p. 86) but recommend eliminating that subhead, just start with text. The opening note about delegation belongs toward the front of this document, in the discussion of the administrative process. Integrate the next two paragraphs into subsequent sections.

- p. 88 Do you have a process to evaluate economic hardship? Recommend referencing that here (“Contributing Resources” section).

From: **joe lubozynski** jlubozynski@yahoo.com
Subject: Frederick County Register of Historic Places Design Guidelines Draft
Date: May 9, 2021 at 10:36 PM
To: Whitmore, Amanda AWhitmore@FrederickCountyMD.gov



[EXTERNAL EMAIL]

Hello Amanda,

For the record I support the documentation requirements described in the Frederick County Register of Historic Places Design Guidelines Draft. Demolition removes all opportunity to investigate and record a historic structure. When an intended demolition is approved it is important to investigate and record as much information as possible. The extent of the recording depends on the building. A one car frame garage from the mid twentieth century would be simple to record with measured drawings and photographs. Recording a house that was built in the late eighteenth century and renovated in the mid nineteenth century would require more than drawings and and photographs. In addition to floor plans and elevations, features such as construction details and molding profiles should be recorded. Impending demolition enables removing plaster or other finish materials to expose construction details and better understand changes that were made to the building.

While I am in favor of recording to HABS standards, it is more important to accurately and thoroughly record a building to an acceptable standard. By the way the section on documentation requirements mentions a link to HABS guidelines in Appendix B, but I could not find it there. The challenge to requiring documentation is to win the cooperation of the property owners. From what I have heard, Howard County has an architectural historian and site surveyor in house to record buildings prior to demolition. It is a good example for other counties to follow.

I hope that this comment helps to arrive at a final version of the design guidelines.

Regards,

Joe Lubozynski

Comments on Guidelines

Ballard Jamieson <ballard.jamieson@gmail.com>

Tue 5/4/2021 7:54 PM

Inbox

To: Whitmore, Amanda <AWhitmore@FrederickCountyMD.gov>;

[EXTERNAL EMAIL]

Hi Amanda,

Please read this comment into the record tomorrow night if appropriate and time permits.

Thanks.

Jim

Comments on County Guidelines on the Preservation
of Historic Resources

Dear Commissioners:

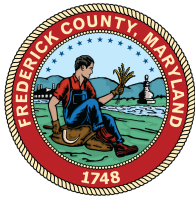
In recounting the history of Frederick County in the Historic Preservation Guidelines, please consider a more extensive discussion of slavery. While enslaved persons did not own farmhouses, barns and other structures we celebrate as "historic" today, they generated much of the wealth and labor required for them to be built. In that sense, the slave population might be considered to have an "equitable" (if not legal) ownership interest in many of the county's historic resources.

I wonder if a separate subsection would be appropriate here. I know a lot of work is now being done on this subject by others and am not suggesting that this other work be duplicated or preempted. But the draft guidelines only briefly address this topic and could leave the impression that slavery is little more than a footnote in the county's history. Four or five focussed and informed paragraphs would help a

lot.

Thank you for your consideration.

Jim Jamieson



HISTORIC PRESERVATION COMMISSION FREDERICK COUNTY, MARYLAND

30 North Market Street, Third Floor Frederick, Maryland 21701 (301) 600-1147



FREDERICK COUNTY HISTORIC PRESERVATION COMMISSION

MEETING MINUTES

May 5, 2021

7:00 PM

Virtual Meeting

Members Present: Gary Baker (Chair), Barbara Wyatt (Vice-Chair), Mary Thompson, Tyler Bastian, Eytan Moked, Hettie Ballweber, Blaine Hoffmann

Members Absent: Jack Lynch

Staff Present: Amanda Whitmore, Historic Preservation Planner
Kathy Mitchell, Senior County Attorney

Chair Baker brought the meeting to order at approximately 7:02 PM and declared that a quorum was present. The following are summary minutes:

I) **APPROVAL OF MINUTES – April 7, 2021**

The HPC reviewed the Minutes of the April 7, 2021 meeting. Mr. Moked **MOVED** that the HPC **APPROVE** the April 7, 2021 Minutes as written. Ms. Ballweber **SECONDED** the MOTION. The **MOTION** passed unanimously.

II) **UNFINISHED BUSINESS**

a) Additional Comments on Draft Design Guidelines (Discussion Only)

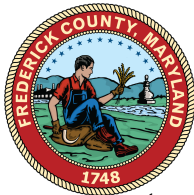
Mr. Moked commented that the spelling of Woodsborough on page 22 of the guidelines should be double checked that it should not be –boro. Mr. Moked further stated on page 87 the word “important” in the caption needs corrected.

Mr. Baker suggested a discussion about mid-century modern architecture and materials should be added to the guidelines as a separate chapter or sub-chapter. Ms. Wyatt commented that this discussion may already be included in the materials chapter and to double check the section. Mr. Baker further stated that some of the photographs and illustrations should be changed to be more illustrative. A bibliography of style manuals should also be included in the Appendix that includes mid-century materials.

Public Comment:

Mr. Jim Jamison submitted a written comment regarding expanding the historical overview section to include more discussion regarding slavery in the county.

Ms. Gelda Ortega left a recorded message asking for where to go for contractors to do the type of work in the guidelines. Staff suggested going to Preservation Maryland's Preservelist website or the Maryland Association of Historic District Commission's



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contractor list webpage. Ms. Wyatt also suggested asking a contractor if they are familiar with the Secretary of the Interior's Standards and Treatment Guidelines.

b) Revised Update to Rules of Procedure

Staff proposed an amendment to the Elections section 2.1 of the Rules of Procedure following discussion from the April 7, 2021 meeting. The proposed amendment is to establish a one-year term limit for each position that could be served for two consecutive terms.

Ms. Thompson **MOVED** that the Commission approve the Revised Rules of Procedure as proposed. Ms. Wyatt **SECONDED** the MOTION. The motion passed 5-1.

III) NEW BUSINESS

a) FY 22 Rural Historic Preservation Grant Application Rankings.

Staff presented the rankings of the ten grant applications for the Rural Historic Preservation Grant program as reviewed and ranked by the grant review subcommittee.

Public Comment

None

Ms. Thompson **MOVED** that the Commission approve that the rankings be forwarded to the County Executive as proposed. Ms. Wyatt **SECONDED** the MOTION. The motion passed unanimously.

IV) ADMINISTRATIVE BUSINESS

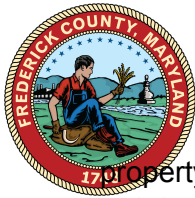
a) Section 106 Review: Sidewalk Curb and Gutter Construction and Replacement on MD 75 from 1-70 to MD 26

Staff presented the proposed project as outlined in the staff report. Staff recommended that the Commission concur with MDOT SHA's findings that the proposed project will have no adverse effects to historic properties.

Ms. Ballweber **MOVED** that the Commission concur with MDOT SHA's findings of no adverse effects to historic properties. Mr. Hoffmann **SECONDED** the MOTION. The motion passed unanimously.

b) Staff Update on Response to Section 106 Review: 701 West Potomac St., Brunswick – SHA Property Disposal

Staff updated the Commission that since comments for this project were due May 1, prior to the next HPC meeting, Staff conferred with the Chair and Vice-Chair regarding comments to submit. A comment letter was submitted to MDOT SHA concurring that the project will have an adverse effect to the Brunswick Historic District; that documentation of the property occur prior to any sale or demolition of the property; and that if the



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property is sold, a covenant to not demolish the property in five years be extended to 10 years.

c) Reappointment of Jack Lynch to the Historic Preservation Commission

Mr. Lynch is seeking reappointment to the Historic Preservation Commission. Mr. Moked **MOVED** that the Commission recommend Mr. Lynch for reappointment to the County Executive. Ms. Wyatt **SECONDED** the MOTION. The motion passed unanimously.

V) ANNOUNCEMENTS/REMINDERS

Recovering Identity: Northern Frederick County Cultural Resources Survey Update May 24 at 7 p.m. Virtual Meeting

Staff will forward the meeting link to the Commission member for those interested in attending.

Meeting Adjourned at 8:17 p.m.

Meeting Minutes

Date: May 22, 2021

Project Name: Frederick County Historic Preservation Guidelines

Project Number: 21100

Progress Meeting

Meeting Date: Friday May 7, 2021

Time: 1:00 PM–3:00 PM

Meeting Location: Virtual (Zoom)

Abbreviations:

FC: Frederick County

HPC: Frederick County Historic Preservation Commission

M&D: Murphy & Dittenhafer Architects

Attendees:

Name	With	Email:
Amanda Whitmore (AW)	FC	awhitmore@frederickcountymd.gov
Barbara Wyatt (BW)	HPC	barbarawyatt2.7@gmail.com
Gary Baker (GB)	HPC	gbaker@xecu.net
Rebecca McCormick (RM)	M&D	rlm@murphdittarch.com

Meeting Minutes:

1. Review of Public Comments:

- RM began by asking if there are any additional public comments since the HPC meeting.
 - AW replied that there was a comment from Jim Jamison requesting that examples from underrepresented communities be used when possible, particularly African Americans. He noted that the introductory section about slavery be expanded to post-slavery culture.
 - BW agreed that African American's contribution post-slavery is important.
 - It was agreed that AW will reach out to AARCH to ask about particular building examples and the ongoing multi-phased grant funded project by FC will be generally referenced.
- RM asked for clarification from BW about some of her comments to Chapter 1 during the HPC meeting.
 - RM will add a note about the jurisdiction of the HPC includes all unincorporated areas of the county.
 - RM will take the Rules of Procedure out of Chapter 1 and add it to the Appendix instead.
 - RM will expand on the process for submitting applications to the HPC.
 - RM will add a section, Period of Significance, before the section on Integrity.
- There was some discussion about mid-century modern buildings. It was decided that RM will try to find an example building to photograph, perhaps a school or African American church.
- There was a discussion about other SOI treatment options besides Rehabilitation. It was decided that RM will add, "if an owner requests it, the Commission may consider other treatments, but applicants must follow SOI's standards".



- The group confirmed that the term “Prehistory” will be used in the guidelines.
- There was a discussion about where Historic Districts should go in the document. It was agreed that it should be added to Chapter 1, with a definition and explanation of what is eligible.

2. Other Edits:

- It was noted that an Acknowledgements sheet should be added to include the Guidelines Committee, M&D, and the full HPC as well as the support of the County Council. BW said the bureaucratic funding information can move to the back page of the document or bottom of the page. She noted that Livable Frederick may provide a good example.
- BW said that there should be a sentence about Catocin Mountain State Park on page 25.
- There was a discussion about relocating the discussion of Architectural Principles (scale, massing, etc.). It was agreed that it should remain in Chapter 4. BW said it should be noted that the example is also true of houses, in a more subtle way. She also said the captions should call out which principles are depicted.
- There was a discussion about utility lines.
 - GB said he thinks power lines should be located below ground. BW disagreed.
 - It was agreed that a sentence will be added on page 77 under the discussion of Equipment to state that utilities should be run in the least conspicuous way possible.
- There was a discussion about natural areas that should be included in the landscape chapter, including woodlands, wetlands, forests, and wood lots. BW said historic natural areas, such as Catocin, should be mentioned in the guidelines.
- In Chapter 4 under the discussion of corrugated metal roofs for agricultural buildings, BW said “may be approved” should be changed to “frequently appropriate”.
- BW asked about asphalt shingle roofing, noting she was not clear about what the term architectural shingle means (not used in the guidelines). She noted she is not fond of the appearance of the thicker asphalt shingle that appears imitative of other materials. RM and GB replied that architectural shingles vary by manufacturer, but generally that style is more durable and longer lasting than the three-tab type, which is why it is widely used.

3. Images:

- BW said it would be good to note the name of the community or town for the images in Chapter 1.
- It was noted that there should be fewer images of the City of Frederick.
- GB said that images in shadow should not be used as they print too dark to read.
- GB reiterated that he would prefer all images to be full-width size. BW noted that she thinks some variation in size adds visual interest. RM said she will take these comments into consideration when editing and enlarge some pictures.
- BW said she has a photograph to illustrate agricultural patterns and she will send it. She noted that she is still looking into ideas for new construction.
- GB noted the 3-story new construction at 47 E. South Street in Frederick as a good example.
- It was noted that the building shown on page 24 may no longer exist, and if that is the case it should be noted.
- GB suggested other buildings for images, such as the Tea Room at Gambrill State Park as well as the CCC cabins there, the train stations at Walkersville and Woodsboro, Point of Rocks, and the Lime Kilns.
- GB said that additional roof forms should be added to the sketch image, including pyramid, conical, and turret forms.

Meeting Minutes



- GB said that additional images to illustrate the anatomy of architecture should be included, such as the example drawings he showed.
- GB asked if there is an image of metal windows in the document. RM replied that there is one of a downtown Frederick building. GB noted it would be good to find a warehouse with metal windows instead.
- It was noted the drawing of wood siding profiles is not legible and should be changed.
- It was noted it would be beneficial to use photos of real brick work to illustrate brick coursing. BW said the Preservation Briefs are in the public domain and may be a good resource.
- GB said there is not an image of pressed tin.
- GB noted there is some nice original paving in Burkitsville which would be preferable to the modern paving shown in Emmitsburg.
- There was a discussion about the Cock House and its age. It was decided that it is best to remove the photograph of it.

4. Project Schedule:

- RM noted that public comments are closed on May 10th.
- RM asked if there have been any comments from MHT. AW replied that she is expecting some in the coming week.
- There was a discussion about holding another progress meeting on Friday May 14th if it is needed and if more comments are received.
- There was a discussion about the final draft deadline. RM noted that May 21st is not a lot of time to complete the edits and gather additional photographs. GB and BW said they support requesting an extension for the final draft.

End of Meeting Notes

Information contained in this meeting report will be considered complete and accurate unless written corrections are received by Murphy and Dittenhafer within (5) days after your receipt.

Prepared by: Rebecca McCormick, Murphy and Dittenhafer

CC.:

All attendees
Project Team

Meeting Minutes

Date: May 25, 2021

Project Name: Frederick County Historic Preservation Guidelines

Project Number: 21100

Progress Meeting

Meeting Date: Friday May 14, 2021

Time: 1:00 PM–3:00 PM

Meeting Location: Virtual (Zoom)

Abbreviations:

FC: Frederick County

HPC: Frederick County Historic Preservation Commission

M&D: Murphy & Dittenhafer Architects

Attendees:

Name	With	Email:
Amanda Whitmore (AW)	FC	awhitmore@frederickcountymd.gov
Barbara Wyatt (BW)	HPC	barbarawyatt2.7@gmail.com
Gary Baker (GB)	HPC	gbaker@xecu.net
Rebecca McCormick (RM)	M&D	rlm@murphdittarch.com

Meeting Minutes:

1. Review of MHT Comments:

- The group met to review the comments from MHT and discuss how to address them. RM said she will type responses to the comments to provide with the final draft.
 - MHT noted the term “historic resources” is not generally user-friendly for the general public.
 - The group decided to keep this term in the Guidelines but add a definition.
 - BW said “pre-history” should be added to the glossary as well.
- MHT suggested “character-defining features” is a jargon term.
 - The group decided to keep it in the document and add captions and relevant images to specifically address character-defining features.
 - The group discussed adding a link to the Preservation Brief for identifying Character-Defining Features.
- MHT suggests italicizing SOI Standards. All agreed.
- MHT commented on the other Treatments for Historic Properties, noting Rehabilitation is the basis for the Guidelines.
 - The group agreed to add a sentence about Rehabilitation is the basis for the Guidelines. The group had previously made edits to this section, which will remain.
 - The group discussed the organization of this section of the Guidelines (pg. 6), noting the SOI Standards are referenced in several sub-sections. All agreed the format should be streamlined for clarity.

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- The group discussed the format of the sub-sections on page 7. It was agreed that section E.2 should come before E.1 for clarity.
- The group agreed to add the note regarding tax credits that state reviewers may be more conservative than local reviewers, per MHT's comment.
- The group agreed to limit the use of acronyms per MHT's comment.
- The group agreed to modify the sub-title on pg. 8, F.1 to "Parameters for Reviewing Work" and reference the section on SOI Standards per MHT's comment.
- MHT commented on the Period of Significance.
 - The group agreed to keep the previously made edits to this section and to edit the sentence "mid-18th century..." to "generally, the period of significance is from prehistoric times to fifty years from the current year".
- MHT asked about pg. 12 sub-section 7: Continue. The group agreed to change it to "Continue for additional information".
- There was a discussion about workshops versus hearings. It was agreed that sub-section 10 will be incorporated into 9 (on pg. 12) as workshops are currently scheduled in with regular meetings/hearings.
 - There was a discussion about the term "hearing" and AW will clarify this.
- MHT had concerns about the intro sentences to Chapter 2.
 - It was agreed that the first sentence should be edited out.
 - AW will ask the authors of this section to make some edits.
 - The group agreed to acknowledge the authors of the chapters not by M&D at the end of those chapters.
- MHT commented on Chapter 2, slavery and lack of discussion of African American history after the Civil War. The group agreed that the previously made edits will address this.
- MHT commented on Chapter 2, a sentence about Maryland generally opposing secession, asking if this is true. The group agreed that this sentence should be deleted.
- MHT recommended including more info about the current state of the historic property surveys. The group discussed this and decided that it will quickly be out of date to list the current number of designated properties. All agreed to eliminate the last sentence on pg. 26.
- MHT noted the paragraphs in Chapter 3 about circulation systems, rural and suburban/urban seem out of order. The group agreed that it should be re-ordered.
- All agreed with the MHT comment that Chapter 3 should be titled "Setting and Site" rather than "Setting and Building Site" (as well as the subsection).
 - The group discussed this topic further. BW said generally the site is considered to be the entire parcel. Any resource (not just buildings) that have significance are included.
 - It was agreed that a section should be added called "Boundaries of County Landmarks". RM will provide a draft for BW to review.
- MHT recommended a different title for Chapter 4. All agreed to call it "Building Exteriors".
- MHT commented on the sentence on pg. 34, "Thus, a standing seam metal roof should not be painted turquoise." All agreed to change it to "...should be the pallet of the period."
- MHT commented on "Porches are often roofed..." on pg. 60. The group discussed the definition of porch and agreed that it will be changed to "usually roofed".
- MHT questioned the first sentence on pg. 63. The group said it should be changed to "when evaluating the significance of..."
- MHT asked to explain what "cultural landscape" means. The group agreed that term should be added to the glossary.



- MHT commented on the sentence on pg. 63 about the Commission review. All agreed that this sentence is confusing and should be edited so that it is clear that the Commission reviews locally designated Historic Districts.
 - BW suggested adding a paragraph after the first one on pg. 63 called “Under Purview of the Commission” to explain what landscape and site features are reviewed by the HPC.
- MHT suggested possibly combining Chapters 3 and 5. The group discussed and agreed to keep those chapters separate. It was decided that Chapter 5 should be referenced within Chapter 3 (pg. 27) and the Rules of Procedure should be referenced on pg. 66.
- There was a discussion about trees and plantings, as there was a comment from MHT as well as a public comment. It was agreed that “significant plantings” should be changed to “character-defining plantings”.
 - BW will type and send edits to this section.
- MHT questioned the phrase on pg. 70 “The commission will review proposed new ancillary structures on a case-by-case basis”. The group agreed that this sentence should be deleted as all ancillary structures are reviewed.
- MHT noted that it may be better to anonymize any bad example photos. All agreed to avoid embarrassing property owners.
- MHT asked about the role of the Commission in reviewing the resource types in Chapter 9. The group noted that the Commission only reviews them if they are part of a locally designated property.
- MHT questioned the Rural and Rustic Roads section, noting the paragraphs on pg. 80 and 81 should be combined. The group discussed that the county has a separate Rural Roads program and that should be clarified in the guidelines.
- MHT asked about the Archeology section, noting most property owners will not know whether or not they have archeological resources on their property.
 - The group discussed this and decided it should be noted that all COAs will be reviewed for any archeological impacts.
 - BW noted that it should be clarified for known archeological sites. She said she will ask Hettie for clarification for this section.
- MHT said that Chapter 10 should begin with the section called “Definition” on pg. 86, but the subheading should be deleted. The group agreed. MHT also noted the opening note about delegation belongs at the front of the document. All agreed.
- MHT asked about evaluating economic hardship (a public comment also questioned this). The group has previously agreed to eliminate all references to economic hardship from the guidelines.
 - It was noted that on pg. 75, “practical considerations...” any reference to cost should be deleted and the words “may be weighed” should be added.

2. Review of Other Public Comments:

- There was a public comment about Chapter 10 requirements for recordation. It was noted that recordation should include details, such as construction or trim details. The group agreed to add this.
- Other helpful public comments that were editorial in nature were reviewed.
- A public comment noted that the HPC should not have purview over aesthetics (Chapter 1.F.4). The group discussed this section and agreed to remove the words “including aesthetics”.

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- A public comment questioned “settlers” in the first paragraph of Chapter 2 as well as “successfully” in the second paragraph. The group reviewed these and agreed that “settlers” should be changed to “European settlement” and that “successfully” should be deleted.
- A public comment asked about including industrial buildings in the guidelines. The group discussed this and all agreed that the guidelines will not cover every building type individually. Chapter 4 is not meant to only address residential buildings; this chapter is broken down into building elements so that it can encompass the recommended treatment for all building types.
 - A public comment noted that outhouses should be included as well. The group agreed that outhouses should be added to Chapter 6.

3. Project Schedule:

- RM said that as previously discussed, the final draft will be complete by June 7th.

End of Meeting Notes

Information contained in this meeting report will be considered complete and accurate unless written corrections are received by Murphy and Dittenhafer within (5) days after your receipt.

Prepared by: Rebecca McCormick, Murphy and Dittenhafer

CC.:

All attendees
Project Team